

SECTION 6 – PLAN MAINTENANCE AND MONITORING

§201.4(c)(5)(i) Monitoring, Evaluating, and Updating **the Plan**

[The Standard State Plan Maintenance Process **must** include an] established method and schedule for monitoring, evaluating, and updating the Plan.

The Plan will be revised within three years. To accomplish this, it will be reviewed on an annual basis by MEMA staff. This review will occur in June, which would allow enough time after the winter and usual spring flooding months, to properly assess any storm damages and to review reports from the River Flow Advisory Committee. It will also be in conjunction with 2nd Quarter Work Reports, when the Mitigation Planner would normally report on any mitigation activities within the agency.

However, since mitigation *projects* are now tied to the goals in the Plan, Section 5 of the Plan will be monitored on a monthly basis as described in the next section on “Activities.” As previously noted, the County Directors meet monthly at the MEMA EOC and immediate concerns about the Plan can be addressed then. Since the public has occasionally also used those meetings as a way to address specific issues, there is another opportunity for input.

As before, the Plan will also be monitored relevant to any disasters (and new lessons learned) or new legislation. Reports are due on a quarterly basis as part of both MEMA and FEMA protocols. MEMA’s evaluation of the Plan will be based on state needs, budget, laws or new federal guidelines. It will be updated as needed to reflect hazard changes, additional mapping resources, regulatory changes or to generally improve mitigation program management.

§201.4(c)(5)(ii) Monitoring Progress of Mitigation **Activities**

[The Standard State Plan Maintenance Process **must** include a] system for monitoring implementation of mitigation **measures (actions)** and **project closeouts**.

For PDM, HMGP and FMA grant project activities, these will be monitored according to Section VIII - Project Management of the State’s Hazard Mitigation Administrative Plan, specifically pages 10-15. This includes the administration, roles and responsibilities and financial administration of the projects. Again, according to standard business and accounting practices, it is a monthly process. MEMA has developed a spreadsheet for tracking the status of plans and projects.

Due to resource limitations, and the previously described distances across the state, site visits will usually be grant pre-application and final inspection events. Wherever possible, multiple site visits will be the norm to keep a “working inventory” and to reduce travel time and costs. Phone calls will substitute for travel or face-to-face meetings in many cases.

Specifically, the close out process includes the following steps:

- Monthly or quarterly reports (depending on size and scope of project)
- Matching of invoices to expenses
- Final site inspection (dual inspection by MEMA and FEMA whenever possible)
- Final documents signed by sub-grantee
- Written request to MEMA accountant to pay final amount
- Written notification to sub-grantee that payment has been processed
- Written notification to FEMA that the project has been closed

Since mitigation activities will be occurring at the local and state levels there will be two processes for monitoring progress. For local activities, the County Directors will provide quarterly updates to the Mitigation Planner and/or as part of the agenda at the above

referenced monthly meetings. Progress of state mitigation activities will be coordinated on a quarterly basis by TELCOMs between the Mitigation Planner and the agencies identified in the State Capability Assessment table.

§201.4(c)(5)(iii) Monitoring Progress of Mitigation Activities	[The Standard State Plan Maintenance Process must include a] system for reviewing progress on achieving goals as well as activities and projects in the Mitigation Strategy.
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Using the “Mitigation Action Projects by Objectives” table on pages 4-19 through 4-21 of the Mitigation Strategy, a spreadsheet has been created with an eighth column entitled “Date of Completion.” As each action is completed, a percentage of goal accomplishment can then be quantified. Example: Goal One has four actions. When three actions are complete, the goal is 75% met.

Of course, closing projects or meeting 100% of goal is not the last step in goal achievement. The real test is when the hazard re-asserts itself and the project lives up to expectations.